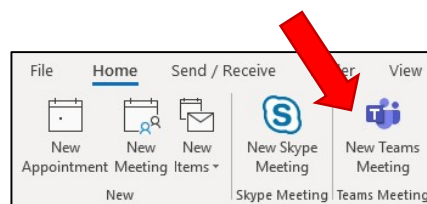


Using PolyX30 for Teams Meetings

Sending a Teams Meeting Request to PolyX30 Through Outlook

1. To create a Teams meeting with PolyX30, open your Outlook calendar, then select New Teams Meeting.



2. Enter the meeting details. [At the bottom of the meeting request there should be Teams information to indicate that the meeting will take place through Teams]

Title: Testing

Required: HQ RIM Conference Room PolyX30

Optional:

Start time: Wed 3/17/2021 5:00 PM

End time: Thu 3/18/2021 5:30 PM

Location: Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Or call in (audio only)
+1 803-602-4358, 536417490# United States, Columbia
Phone Conference ID: 536 417 490#
[Find a local number](#) | [Reset PIN](#)
[Learn More](#) | [Meeting options](#)

- **Title:** name or topic of the meeting
- **Required:** enter the name of the Conference Room PolyX30 along with other conference rooms or individual attendees. The name of the conference room will be Institution_Location_PolyX30 (Example: HQ_RIMConferenceRoom_PolyX30)
- **Optional:** others who are not required to attend the meeting
- **Start time:** the time the meeting will begin
- **End time:** proposed time for the meeting to end
- **Location:** defaults to Microsoft Teams Meeting but can be changed

- a. To change the location of a meeting to a PolyX30 Conference Room, select the Location box.

The screenshot shows the Microsoft Teams Meeting scheduling window. The 'Meeting' tab is active. The 'Title' is 'Testing'. The 'Required' field is set to 'HQ RIM Conference Room PolyX30'. The 'Start time' is 'Wed 3/17/2021 5:00 PM' and the 'End time' is 'Thu 3/18/2021 5:30 PM'. The 'Location' field is currently 'Microsoft Teams Meeting' and is highlighted with a red arrow. The 'Send' button is visible on the left.

- b. A dialogue box will open that lists other location options for the meeting. Left click on the room and select OK and the Location on the meeting request will be updated.

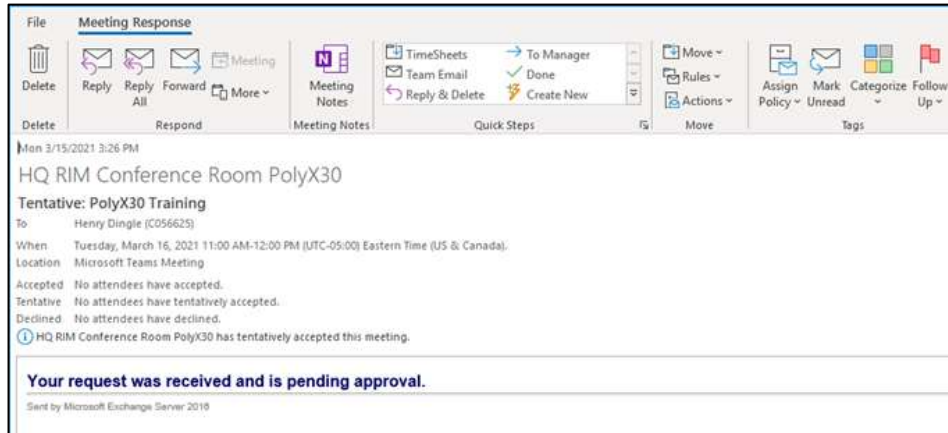
The screenshot shows the 'Select Rooms: All Rooms' dialog box. The 'Search' section has 'Name only' selected. The 'Address Book' dropdown is set to 'All Rooms - Henderson.Sarah@doc.sc.gov'. The table below lists the available rooms:

Name	Location	Business Phone	Capacity	Description
HQ RIM Conference Room PolyX30	HQ RIM Broad River ...		12	Room
Trenton Chapel PolyX30	Trenton			Room

The 'HQ RIM Conference Room PolyX30' room is selected. The 'Rooms' field at the bottom shows 'HQ RIM Conference Room PolyX30'. The 'OK' and 'Cancel' buttons are at the bottom right.

3. Select Send.

4. Once the meeting request is sent to HQ RIM Conference Room PolyX30, the meeting response will state that “Your request was received and is pending approval.”



5. After the proposed meeting is accepted, or denied, you'll receive an e-mail stating that it was accepted or denied.

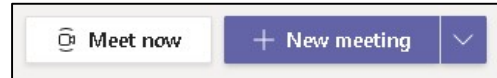


Sending a Teams Meeting Request to PolyX30 Through Teams

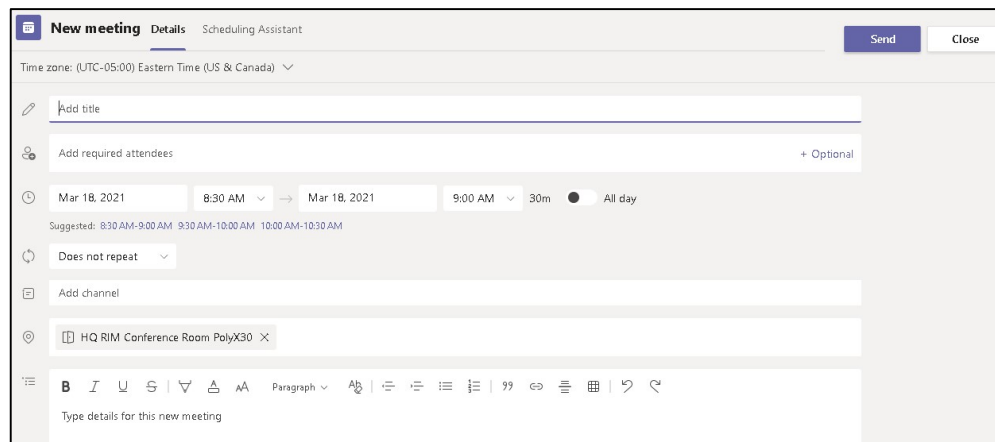
6. In Teams, select the Calendar icon.



7. Select New Meeting in the top right-hand corner.



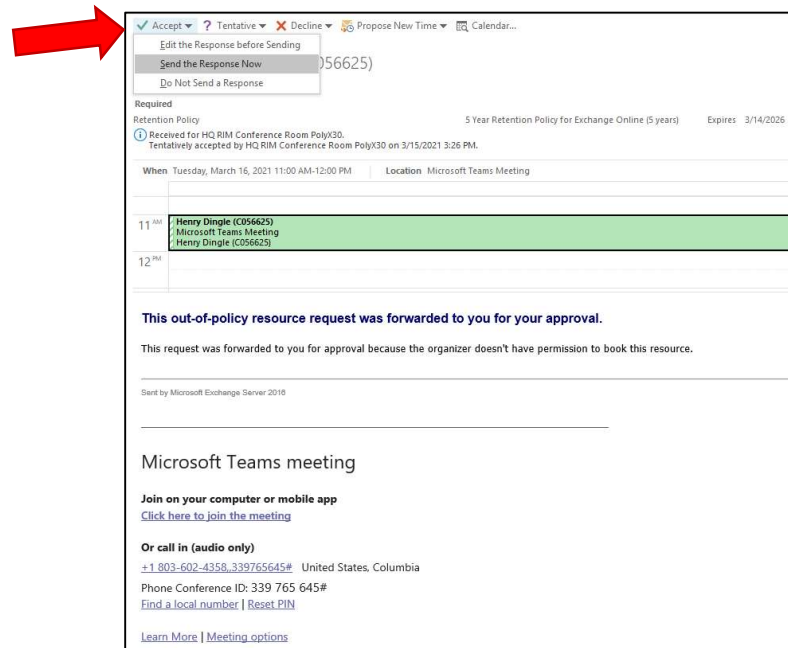
8. Enter the meeting details.

A screenshot of the "New meeting" form in the Teams interface. The form has a title bar with "New meeting", "Details", and "Scheduling Assistant". Below the title bar, there's a "Time zone" dropdown set to "(UTC-05:00) Eastern Time (US & Canada)". The main form area includes a text input for "Add title", a section for "Add required attendees" with a "+ Optional" link, a date and time selector showing "Mar 18, 2021" from "8:30 AM" to "9:00 AM" for "30m", with "All day" selected. Below this, there's a "Does not repeat" dropdown, an "Add channel" input, and a location input showing "HQ RIM Conference Room PolyX30". At the bottom is a rich text editor with various formatting options and a "Type details for this new meeting" placeholder.

- **Title:** name or topic of the meeting
 - **Add Required Attendees:** invite individuals
 - **Date:** select the date of the meeting, start time, and end time
 - **Repeat Options:** if the meeting will be a one-time meeting, leave as Does Not Repeat. Other options include repeating the meeting if the meeting occurs every day at the same time, weekly (ex: every Monday at 9:00 am) or monthly (ex: the 15th of each month at 9:00 am), etc.
 - **Add Channel:** not required; if the meeting needs to take place within a Channel, the Channel can be selected
 - **Location:** enter the name(s) of the conference room(s) (Example: HQ_RIMConferenceRoom_PolyX30)
9. Select Send.
 10. Once the meeting is sent, the meeting organizer will receive an e-mail in Outlook stating, "Your request was received and is pending approval" as shown in Step 4. Simultaneously, all delegates of the PolyX30 will receive the meeting request in Outlook.
 11. After the proposed meeting is accepted, or denied, you'll receive another e-mail stating that it was accepted or denied as shown in Step 5.

Accepting a PolyX30 Teams Meeting Request in Outlook

12. All delegates of the PolyX30 will receive a meeting request. When you receive a meeting request, to accept, click on the drop-down arrow and select Send Response Now. To decline the meeting request, select the drop-down arrow next to Decline and select Send Response Now.

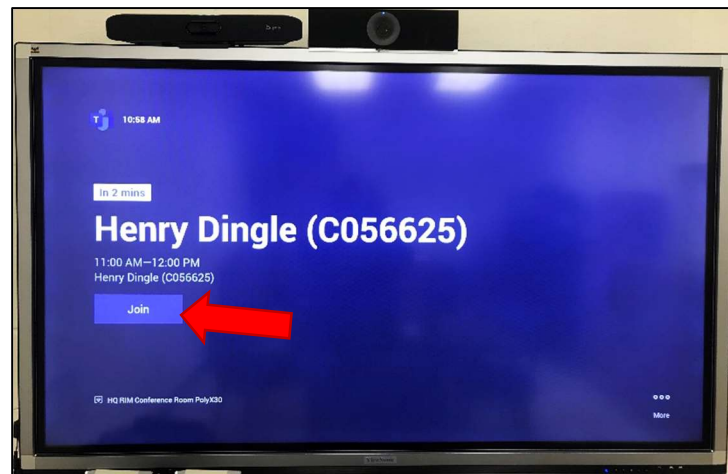


13. The meeting organizer will receive your Accept or Decline response and if accepted, the meeting will be added to your calendar.

Joining a Teams Meeting with PolyX30

14. There are two ways to join the meeting:

- i. click Join on the PolyX30 screen



- ii. On the tablet, press Join.

